

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 400 INSTITUTIONAL MANAGEMENT	SUPERSEDES: AR 401 (02/28/91)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 401 POST ORDERS TEMP	EFFECTIVE DATE: 12/17/03

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PURPOSE

To set forth guidelines for the establishment of Post Orders at each institution/facility within the Department.

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Warden has the responsibility to develop, review and approve all Post Orders for their institutions.

The Warden has the responsibility to assign staff to properly maintain the all Post Orders and to disseminate the Post Orders to each post.

The Warden will ensure that all Post Orders are reviewed, at least, annually. **(3-4171)**

Supervisors have the responsibility to ensure that each employee on a post has read the Post Order and understands their duties.

All employees are responsible to read and understand the Post Orders of the position they are assigned.

DEFINITIONS

DEPARTMENT – The Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections.

EMPLOYEE – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

POST – The specific assignment of an employee.

POST ORDERS – A set of rules that details the duties and responsibilities of a given post.

APPLICABILITY

This regulation applies to all employees of the Department.

PROCEDURES

401.01 DEVELOPMENT OF POST ORDERS

1.1 The Warden will appoint institutional staff to participate in the development and revision of institutional/facility Post Orders. **(3-4171)**

1.2 An annual revision schedule will be developed to identify mandatory review dates of all Post Orders. **(3-4171)**

401.02 MONITORING AND REVISING POST ORDERS

1.1 Post Orders will cite specific and general instructions for the operation of every assigned post. **(3-4171)**

1.2 Information contained in Post Orders will include, but is not limited to the following:

- Inspections;

- Use of Force;
- Weapons and chemical agents;
- Key, tool and equipment control;
- Emergency procedures and evacuation;
- Inmate movement;
- Inmate counts; and
- Inmate programs/activities.

1.3 All employees will use Post Orders to familiarize themselves with the extent and duties of the post, as well as stay informed of changes that occur in the operation or duties of the post.

1.4 Post Orders cannot cover or address all possible situations and/or emergencies. Employees must use good judgment, tact, and pay careful attention to detail in discharging their duties regarding a post.

1.5 Supervisors are to ensure that each employee assigned to a post, has read and understands the Post Orders. **(3-4172)**

1.5.1 There will be a sign-in sheet for each shift attached to each Post Order that will be signed and dated by each employee upon their initial assignment to the post verifying when the Post Orders are reviewed, that the Post Orders have been read, and that the employee fully understands the Post Orders. **(3-4172)**

1.5.2 Form DOC-1575 will be used as the sign-in sheet.

1.5.3 The employee's immediate supervisor will initial the sign-in sheet after the employee has signed it.

1.5.4 Completed sign-in sheets will be removed from the individual Post Orders and maintained by the Associate Warden of Operations/designee. Sign-in sheets will be kept for a period of three (3) years from the date of the last entry and then purged and destroyed.

401.04 DISTRIBUTION OF POST ORDERS

1.1 All copies of Post Orders are to be marked Confidential and made available to the Office of the Warden, Associate Warden of Operations, and Shift Commander.

1.1.1 The Shift Commander will ensure the Post Orders are accessible to all employees.

1.1.2 Copies of Post Orders specific to a post will be maintained at the specific post.

1.1.3 The Warden/designee will ensure a copy of all Post Orders will be forwarded to a designated Central Office repository and the Attorney General's Office.

1.2 Post Orders will not be accessible to inmates.

1.2.1 Unless specifically approved by the Director/designee or Warden, after advice from the Attorney General's Office, Post Orders will not be available to any one outside the Department.

REFERENCES

ACA Standards 3-4167, 3-4171, and 3-4172

ATTACHMENTS

Post Order Sign-in Sheet, DOC-1575

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.